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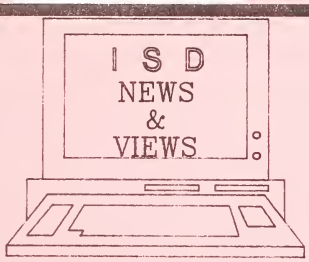

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MAY, 1987 VOL. 5 NO. 7

A PUBLICATION OF THE INFORMATION CENTER BUREAU
MONTANA DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION

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PLEASE RETURN

Bimonthly Publication of News and Views

As of July 1, 1987, ISD News and Views will be published bimonthly. Comments or questions on the newsletter can be directed to Teri Lundberg, ISD, Rm 24, Mitchell Building, Helena, MT 59620.

IBM Personal System/2 added to the Term Contract

The following IBM Personal System/2 microcomputers have been added to the microcomputer term contract.

Type/Model	Description	Price
8530/002	Model 30 (640k memory w/720kb diskette drive, and 8086 processor)	$1,118
8530/021	Model 30 (640k memory w/720kb diskette drive, 20mb hard disk and 8086 processor)	$1,514
8550/021	Model 50 (1mb memory w/1.4mb diskette drive, 20mb hard disk, 80286 processor)	$2,372
8560/041	Model 60 (1mb memory w/1.4mb diskette drive, 44mb hard disk, and 80286 processor)	$3,494
8560/071	Model 60 (1mb memory w/1.4mb diskette drive, 70mb hard disk, and 80286 processor)	$4,154
8580/041	Model 80 (1mb memory w/1.4mb diskette drive, 80386 processor and 44 mb hard disk)	$4,616
8580/071	Model 80 (1mb memory w/1.4mb diskette drive, 80386 processor and 70 mb hard disk)	$5,606
8580/111	Model 80 (2mb memory w/1.4mb diskette drive, 80386 processor and 110 mb hard disk)	$7,256
8503/001	Monochrome Display	$ 165
8512/001	Color Display	$ 392
8513/001	Color Display	$ 452
8514/001	Color Display	$1,023
4201/002	Proprinter II	$ 362
5202/001	Quietwriter III	$1,189
4207/001	Proprinter X24	$ 527
4208/001	Proprinter XL24	$ 692

Note: All system units come with the enhanced keyboard and 3 and 1/2" diskette drive. An updated term contract price list is available in DisplayWrite 3, WordPerfect, or DOS text file format. For a copy, send a formatted diskette to the Text Unit in the Information Center. Please specify desired format. The updated term contract is also available on the mainframe computer by browsing F00.Term.Contract. Contact the Information Center at 444-2924 for more information.

Term Contract Price Reductions

IBM has reduced the following term contract items.

Type/Model	Description	Price
5160/268	PC XT (256k memory w/one disk drive, 8088 processor and the enhanced keyboard)	$ 920
5160/278	PC XT (256k memory w/two disk drives, 8088 processor and the enhanced keyboard)	$1,019
5162/286	PC XT (640k memory, 80286 processor, 20 mb hard disk, and enhanced keyboard)	$1,854
5170/319	PC AT (512kb memory, 80286 processor, 30mb hard disk, and 8 mhz clock)	$3,032
5170/339	PC AT (512kb memory, 80286 processor, 30mb hard disk, 8 mhz clock, and enhanced keyboard)	$3,032
5201/001	Quietwriter	$ 839
5201/002	Quietwriter	$ 979

R:BASE System V Rebate

Because the Information Center is supporting R:Base System V, Microrim, the software company who produces R:Base System V, is offering a rebate to agencies who purchase R:Base System V. Contact Randy Holm at 444-2924 for more information.

dBASE USER GROUP

The dBASE user group meets the first Tuesday of each month at 8:30 in the State Library conference room. All dBASE users are welcome to attend. For more information, call Bob LaRue at 444-5408 or Gregg Wheeler at 444-3064.

TMS Tape Lists

TMS (Tape Management System) Daily Tape lists are now available through a menu choice from SPF on TSO. Select option "U" (Computer Services Division utilities) from the main menu, then select option "T" for your tape list. This submits a batch job to display your tape list, which can then be viewed using SDSF (option S.H). Note that only your tape list is displayed - you cannot display someone else's tape list.

This online tape list feature will be handy for those of you who have requested that a daily tape list NOT be printed. If you would like to stop the automatic printing of your daily tape list, contact Diane Lemon at 444-2840 or Tina Carmichael at 444-2597. Even if you stop your daily tape list, you will still receive a monthly tape list which includes archived tapes.

Word Processing Survey

The following word processing survey is being done so that the ISD Information Center can better serve you. We will be using the survey to help direct our training program.

If your agency uses more than one type of word processing package, please distribute a copy of the survey to the different users.

In order for us to get an accurate summation, we need your help. Please complete and return the survey by May 29, 1987.

Thanks for your cooperation.

WORD PROCESSING SURVEY

Name _____ Phone _____

Agency _____

1. Which PC-based word processing software do you use?

___ WordPerfect ___ DisplayWrite 4 ___ WordStar

___ DisplayWrite 3 ___ Microsoft Word ___ MultiMate

___ Other _____

2. How long have you used the package?

___ Less than 1 yr. ___ 1 year ___ 2 years or more

3. What type of documents do you create?

___ letters ___ reports ___ mass mailings

___ statistical tables ___ other _____

4. Which features of the package do you use the most? (Rate 1 to 10. 1=Least 10=Most)

___ Speller ___ Footnotes ___ Headers/Footers

___ Macros/Keystroke Programming ___ Columns

___ Math ___ Sort ___ Search & Replace

___ Outlining ___ Block Move, Copy, Delete

___ Other _____

5. If you could attend a training class pertaining to your word processor, which features would you like to see included? (Rate 1 to 10)

___ Document Creation ___ Editing ___ Printing

___ Speller ___ Footnotes ___ Headers/Footers

___ Macros/Keystroke Programming ___ Columns

___ Math ___ Sort ___ Search & Replace

___ Outlining ___ Block Move, Copy, Delete

___ Other _____

----------FOLD HERE----------

RETURN TO: Department of Administration
Information Center
ATTN: Gale Kramlick
Mitchell Bldg., Rm. 24
Helena, MT 59620

DEADHEAD

STAPLE HERE

TRAINING

New Advanced DisplayWrite 3 Classes

Improve your expertise with IBM's DisplayWrite 3 software. Attend one or both of the DisplayWrite 3 Special Topics offered June 11 by the Information Center. Session one will cover Document Utilities, Profile Tasks, and Keystroke Programming. Session two will provide hands-on experience in Merging Documents. See training schedule for details. We would like to hold these sessions regularly. Please call Gale (444-2974) to suggest topics or for more information.

New Computer Based Training Tutorials Available

The Information Center has two new CBT software tutorials available for check out or use in the CBT lab. One new tutorial, entitled **"The Instructor"** is a hands-on introduction to microcomputers. Major hardware components are covered as well as the operating system, application software and an optional section on keyboarding skills.

The second new tutorial is the **"Expert Series for dBASE III and dBASE III+"**. There are eight diskettes of information to help the new and intermediate user of the dBASE III program. Database design, creation, and modification are covered. Memo fields, SET commands, logic operators and reorganizing files are some of the more advanced features also covered. Use of any of the Information Center's tutorials is free. Call Gale at 444-2974 for reservations or more information.

Information Center Adds New Books

Two new books are on the shelf in the Information Center for check out or use in the CBT lab area. They are:

The Hidden Power of Lotus 1-2-3: Using Macros

This book starts with the basics and takes the reader through looping and self-modifying macros, macro utility libraries, managing databases and much more. Easy to read and well-illustrated.

Advanced WordPerfect, Features and Techniques

A review of the basics includes working with two documents, file encryption, spell checker and reveal codes. Merge, outline, table of contents, footnotes, columns and math are covered. There are also special sections on integrating WP with other products, controlling and using printers and the WP library.

Other books that may be helpful are:

1-2-3 Tips, Tricks and Traps
1-2-3 for Business
Using PC-DOS (includes version 3.0)
PC-DOS: Using the IBM PC Operating System, A Self-Teaching Guide

Please call Gale at 444-2974 for reservations or more information.

Free Seminars

The following short seminars are free. Call Gale at 444-2974 to sign-up.

May 22, 1987 **Disk Management**
8:30 am to 10:30 am

How to allocate and authorize datasets with the Online Disk Management System.

1:30 pm to 3:30 pm **SAS Online Applications**

Though SAS stands for Statistical Analysis System, it includes not only a complete programming language but an online facility as well. This demonstration will show how online SAS can be used to design screens for entering data in minutes. The screens may be used for survey data to be analyzed by the powerful statistical procedures of SAS, or as a quick prototyping tool for designing traditional online data processing systems.

June 12, 1987 **ISPF**
8:30 am to 10:30 am

Learn advanced editing commands and selected utilities. Shifts and bounds, overlays, excluding ranges, picture strings, text handling, and entry assist will be discussed. SDSF, catalog inquiry and management, and the move/copy utilities will also be covered.

June 23, 1987 **New ISD Billing Rates**
2:00 pm to 4:00 pm

Learn about the new ISD billing rates which go into effect July 1st. This session is intended for technical users who need to know the effect of the new rates. Costs of various types of processing will be examined.

****
* UPCOMING CLASSES *
****

State Data Network Classes

May 11-15	Introduction to JCL
May 19 (p.m.)	Personal Services/PC
May 21 (p.m.)	Personal Manager
May 22 (a.m.)	Disk Management System
May 22 (p.m.)	SAS On-Line Applications
Jun 12 (a.m.)	ISPF Advanced Topics
Jun 19	Basic Terminal Skills
Jun 23 (p.m.)	The New ISD Billing Rates

Microcomputer Classes

May 18-19	Introduction to Lotus 1-2-3
May 20	Using the IBM Token Ring
May 21	Macro Feature of Lotus 1-2-3
May 27	Micro Database Concepts and Design
May 28-29	Beginning R:Base System V
Jun 3	Telephone Training
Jun 4, 5	Beginning Microcomputer Skills
Jun 8-9	Introduction to Lotus 1-2-3
Jun 9-10	Introduction to WordPerfect
Jun 11	DisplayWrite 3 - Special Topics
Jun 15-16	Advanced Lotus 1-2-3
Jun 17, 18	Freelance
Jun 22-23	Advanced WordPerfect
Jun 24	Fundamentals of DOS
Jun 26	Micro Database Concepts and Design
Jun 29-30	Beginning R:Base System V

TRAINING SCHEDULE

STATE DATA NETWORK CLASSES

USING PERSONAL SERVICES/PC (PS/PC): presented by Jeanette Rushford and Mel Liston of the Information Center

DATE:	May 19, 1987
TIME:	1:00 p.m. to 4:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$35.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite 3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite 3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe. To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Teri Lundberg of the Information Center

DATE:	May 21, 1987
TIME:	1:30 p.m. to 3:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$25.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available to anyone who can establish a session with the mainframe. It is used for scheduling meetings (for yourself and others), reserving resources like conference rooms and even taking telephone messages.

BASIC TERMINAL SKILLS: presented by Gary Wulf of the Information Center

DATE:	June 19, 1987
TIME:	8:30 a.m. to 4:00 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	8
PREREQUISITE:	3270nd (interactive class on terminal operation)

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

INTRODUCTION TO JCL: presented by Randy Holm and Gary Wulf of the Information Center

DATE:	May 11 - May 15, 1987
TIME:	8:30 a.m. to 4:00 p.m. each day
PLACE:	Room 25, Mitchell Building
COST:	$150.00
LIMIT:	8
PREREQUISITE:	Basic Terminal Skills

This course is designed for programmers, I/O controllers, operations technicians or users of report-writing software who submit jobs on ISD's system.

This course will cover:

- Syntax and coding of IBM Job Control Language (JCL)
- MVS operating system
- How to handle datasets and device assignments
- Some of the IBM utilities
- Troubleshooting and interpreting system messages
- Hands-on experience writing and executing JCL

MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center

DATE: (one day only)	June 4, 1987 June 5, 1987
TIME:	8:30 a.m. to 4:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	10
PREREQUISITE:	None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

The machine
The operating system
Word processing
Spreadsheets and graphics
File management
Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

USING THE IBM TOKEN RING NETWORK: presented by Ron Heilman of the Information Center

DATE:	May 20, 1987
TIME:	8:30 a.m. to 4:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	10
PREREQUISITE:	Beginning Micro Skills and Token Ring user

This class is for those using the Token Ring to share access to programs, files and printers. The main topics to be covered are:

Introduction to basic network concepts and terminology
Advantages and disadvantages to networking
What is a Token Ring Network and how does it work?
How to perform common network tasks using the network menus
(ex: messaging, cancelling print jobs, etc.)
Simple problem and error determination
Sharing files and programs with the network
Some network management considerations

NOTE: This class is not intended for network system administrators or network programming staff. Contact Ron Heilman at 444-2924 if you have any questions.

FUNDAMENTALS OF DOS: presented by Brett McAlister of the Information Center

DATE:	June 24, 1987
TIME:	8:30 a.m. to 12:00 noon
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	10
PREREQUISITE:	Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:
- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Special files like CONFIG.SYS
- Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- How to interpret batch files
- Backup procedures

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GRAPHICS CLASSES

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> > * * * NEW CLASS * * * < <

FREELANCE: presented by Gary Wulf of the Information Center

DATE:	June 17, 1987 June 18, 1987
TIME:	8:30 a.m. to 4:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills

This class will give participants hands-on experience:
1. Using Freelance to create and enhance business graphs with Freelance's extensive freehand capabilities
2. Importing data from Lotus 1-2-3 and dBase to create graphs
3. Importing Lotus graphs into Freelance for enhancement.

Time permitting, general graphics design techniques will be discussed.

WORD PROCESSING CLASSES

INTRODUCTION TO WORDPERFECT: presented by Melanie Liston of the Information Center

DATE:	June 9 and 10, 1987
TIME:	8:30 a.m. to 3:30 p.m. on first day 8:30 a.m. to noon on second day
PLACE:	Room 25, Mitchell Building
COST:	$75.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

ADVANCED FEATURES OF WORDPERFECT: presented by Gale Kramlick of the Information Center

DATE:	June 22 and 23, 1987
TIME:	8:30 a.m. to 3:00 p.m. on first day 8:30 a.m. to 12:00 noon on second day
PLACE:	Room 25, Mitchell Building
COST:	$75.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to WordPerfect

For those already using WordPerfect, the advanced class will cover footnotes, column generation, document preview, advanced macros, advanced merging, and outlining. Math functions, sorting capabilities and dual document editing are also covered.

DISPLAYWRITE 3 - SPECIAL TOPICS: Presented by Gale Kramlick of the Information Center

DATE:	June 11, 1987
TIME:	9:00-Noon and 1:00-4:00
PLACE:	Room 25, Mitchell Building
COST:	$35.00 for 1 session OR $50.00 for both sessions
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to DW3 or equivalent

This course is intended for those already using Displaywrite 3 on a microcomputer for word processing. The special topics class is designed to present tips, shortcuts, and advanced features of the package. The morning class will cover Document Utilities (copy, delete and renaming files), Profile Tasks (storing changed text defaults), and Keystroke Programming. The afternoon class will cover Merge Documents (using Get with Stop Codes, using Merge with Named Variables and Paragraph Libraries).

SPREADSHEET CLASSES

INTRODUCTION TO LOTUS 1-2-3: presented by Brett McAlister of the Information Center

DATE:	June 8 and 9, 1987
TIME:	8:30 a.m. to 3:30 p.m. on the first day 8:30 a.m. to 12:00 noon the second day
PLACE:	Room 25, Mitchell Building
COST:	$75.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience. INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet creation and editing. Building formulas, using functions, formatting information, the 1-2-3 command structure and the creation of graphics is covered. Printing spreadsheets and graphs is also included. The more advanced features such as macro programming and database commands are covered in other classes.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

MACRO FEATURE OF LOTUS 1-2-3: presented by Brett McAlister of the Information Center

DATE:	May 21, 1987
TIME:	8:30 a.m. to Noon
PLACE:	Room 25, Mitchell Building
COST:	$35.00
LIMIT:	10
PREREQUISITE:	Intro to Lotus or equivalent experience

The macro programming capabilities of 1-2-3 can help you automate 1-2-3 tasks, saving time and keystrokes. A macro is a sequence of keystrokes and commands stored in your worksheet for execution when desired.

This class is for 1-2-3 uses who have no previous macro experience. Through lecture, video and hands-on practice, participants will learn to write and document timesaving macros.

ADVANCED FEATURES OF LOTUS 1-2-3: presented by Brett McAlister of the Information Center

DATE:	June 15 and 16, 1987
TIME:	8:30 a.m. to 4:30 p.m. on first day 8:30 a.m. to 12 noon on second day
PLACE:	Room 25, Mitchell Building
COST:	$75.00
LIMIT:	10
PREREQUISITE:	Introduction to Lotus 1-2-3 and Beginning Microcomputer Skills

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (ex: protection status, range names, combining files, etc). Advanced features such as one and two-way sensitivity analysis tables and database commands will be covered in detail.

Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

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COMMUNICATIONS CLASS

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> > * * * NEW CLASS * * * < <

TELEPHONE STATION USER TRAINING: presented by LaVelle Brannin

DATE:	June 3, 1987
TIME:	8:30 a.m. to 10:00 a.m. 10:30 a.m. to noon
PLACE:	Room 25, Mitchell Building
COST:	FREE
LIMIT:	10
PREREQUISITE:	none

This class is designed to familiarize new employees or refresh current employees with the features and use of the Centell telephone system. Also discussed will be the different calling capabilities available and the dialing plan.

This is an interactive class combining demonstrations and hands on usage of the features and the dialing plan.

DATABASE CLASSES

MICRO DATABASE CONCEPTS AND DESIGN: presented by Randy Holm of the Information Center

DATE:	May 27, 1987 June 26, 1987
TIME:	8:30 a.m. to 4:30 p.m.
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

BEGINNING R:BASE SYSTEM V: presented by Randy Holm of the Information Center

DATE:	May 28 and May 29, 1987 June 29 and June 30, 1987
TIME:	8:30 a.m. to 4:30 p.m. each day
PLACE:	Room 25, Mitchell Building
COST:	$100.00
LIMIT:	10
PREREQUISITE:	Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

COMPUTER BASED TRAINING

The following free tutorials are available in the Computer Based Training Lab located in Room 24 of the Mitchell Building. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing. Tutorials available in the CBT lab include:

- Using Displaywrite 3
- Disk Operating System (DOS)
- Intro to Lotus 1-2-3
- Macro Programming & Advanced Lotus 1-2-3
- Typing Instructor
- Teach Yourself WordPerfect
- The Instructor (microcomputer systems)

Call Gale in the Information Center at 444-2974 to reserve time in the lab or to check out the tutorials.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE BY THE DATE FOR EACH CLASS.

ISD ENROLLMENT APPLICATION
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN TO INFORMATION SERVICES DIVISION

COURSE: _____

DATE: _____

STUDENT: _____

AGENCY/DIVISION: _____

MAILING ADDRESS: _____

_____

PHONE: _____

ISD BILLING NUMBER: _____

SOC SEC NO (FOR P/P/P): _____

AUTHORIZED SIGNATURE: _____

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

_____

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Editor: **Teri Lundberg**
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DEPARTMENT OF ADMINISTRATION
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